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TITLE: CREDIT CARD POLICY	PERSONNEL ADMINISTRATIVE X	RESOLUTION NO: 99-1458
EFFECTIVE DATE: 09/30/99	TYPE: POLICY X PROCEDURE	SUPERSEDES: POLICY # PROCEDURE

PURPOSE:

To develop a policy on the acceptance of credit cards so that citizens can use them to make payments to certain county offices.

This policy will cover the funds on departments for which the County Commissioners appropriate and approve budgets.

Elected officials who are authorized to accept payments by credit cards are: the Auditor, Clerk of Courts, Coroner, Commissioners, Engineer, Prosecutor, Recorder, Sheriff, and Treasurer.

Acceptable means of payment for county expenses are credit cards or debit cards. Please note that if debit cards are used, they will only be processed as a credit card.

Acceptable credit and debit cards are: Visa, Master Card, Discover, or American Express.

Expenses that credit or debit cards can be used for are: fees, costs, taxes, assessments, fines, penalties, payments, or any other expense a person owes to a county office under the authority of a county elected official.

When credit card transactions are dishonored for any reason, the card holder is liable for payment of a penalty over and above the amount of the expense due. The amount of the penalty will be a fee of \$15, or payment of the amount necessary to reimburse the county for banking charges, legal fees, or other expenses incurred by the county in collecting the returned or dishonored payment. This remedy is in addition to any other available civil or criminal remedies provided by law.

Any county elected official or employee who accepts a card payment in accordance with the law and any applicable local policies is immune from personal liability for the final collection of such payments.

The County Treasurer will act as the administrative agent for the implementation of the county credit card policy and the solicitation of proposals.

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The exceptions to the application of a resolution adopted by the Board of County Commissioners are the Clerk of Courts and the Treasurer. Both had notified the Commissioners by April 29, 1999 that they had previously accepted financial transaction devices. Because the Treasurer is the administrative agent, offices currently accepting credit cards in conjunction with the Treasurer as well as any new departments, which will work in conjunction with the Treasurer, will abide by rules and regulations of the Treasurer=s office.

Also, the use of county-held credit cards has been expanded. County-held credit cards, issued with the approval of the Board of County Commissioners, can be used for the following work-related expenditures: food, lodging, telephone, gas and oil for county-owned or leased vehicles, minor motor vehicle maintenance for county-owned or leased vehicles, emergency motor vehicle repair for county-owned or leased vehicles, work-related travel, and interest service provider expenses.

APPROVED BY:

DATE: